# **DDI Training Working Group**

**Tuesday March 5, 2024 -** 9am (EST), 2pm (UTC), 3pm (CEST), 4pm (CAT/EET)

**Zoom-Meeting:**  <https://umich.zoom.us/j/97694785794?pwd=RGF4Y1J6VE81Zk9xdDdpZWs0NnN3UT09>

**Passcode:** dditrain

**Present:** *\*Please ‘****bold****’ your name if you are here!*

1. Alina Danciu (Sciences Po, CDSP),
2. Flavio Rizzolo (Statistics Canada),
3. Christophe Dzikowski (INSEE)
4. **Adrian Dusa (RODA)**
5. Jared Lyle (ICPSR & DDI Alliance),
6. **Jennifer Zeiger (ICPSR),**
7. **Hayley Mills (CLOSER),**
8. **Kaia Kulla (Statistics Estonia), - notetaker**
9. Lucie Marie (CDSP),
10. Arofan Gregory (Consultant),
11. **Catherine Yuen (University of Essex),**
12. Dan Gillman (US BLS),
13. Hilde Orten (SIKT),
14. **Kathryn Lavender (ICPSR) -** **chair,**
15. **Irene Koraki Folli (University of Essex),**
16. **Nicole James (University of Essex),**
17. **Jieun Jeong (Sciences Po)**
18. **Thibaud Ritzenthaler (INED)**
19. **Alicia Urquidi Diaz (Scholars Portal)**
20. Laura Molloy (CoData)

**March 5 Agenda**

1. **Icebreaker** (15min)

New members have joined the group - Irene, Nicole, Jieun, Alicia and Thibaud - welcome!

As a warm-up, a question for everyone, which is closer to the heart, whether to explore space or the ocean?

Everyone should have access to the documents in Google-docs - if not, let Kathryn know, and everyone can be an editor and add comments to the agenda.

1. **Announcements:** (10min)
	1. Last meeting notes are linked below/at end of the agenda - if you have edits please comment in the document.
	2. New [LinkedIn Group for DDI Training Group](https://www.linkedin.com/groups/12971433/)- please join and share it with other people who might be interested so they can link to their LinkedIn profiles.

Being a member of the working group, it would be good if information is also shared similarly whatever platforms we have.
Shelly Petrinko at ICPSR helps with some of the social media for the DDI Alliance. She and Kathryn plan to create a new DDI Alliance page at some point in the future.

* 1. Funding requests for the upcoming fiscal year - deadline is early April

This announcement is usually prepared by Jared and posted on the DDI Alliance site. Funding requests are usually related, for example, if you plan to go to a conference somewhere and give a presentation on DDI, but your institution does not financially support all costs.

A funding request is usually submitted on behalf of a sub-group where applications are discussed and then submitted all at once. Support can also be obtained, for example, to conduct a DDI training or webinar.

* 1. New document to review: [DDI Audiences and Products: Reference for Training/Marketing/Communications](https://docs.google.com/document/d/1ZOchH0jZYuPeYnU_Jdsmlo3xbcZdywCw/edit?usp=sharing&ouid=102857415366317006266&rtpof=true&sd=true)
		1. Thanks to Arofan for writing this!
		2. Please leave feedback in the document comments by the next meeting in April

We have a lot of content, and we have priorities for that content, and we want the content that's already out there, either on YouTube or on the website, to be better organized for our audience. Anyone can access this document. Please review and comment on this document.

* 1. **Call for chairs** for the subgroups that don’t have chairs (see below). In parallel, a call for members for new subgroups will be sent.

This announcement has just been updated as all subgroups now have chairs.

We have DDI Training Group; which is larger group, and under which there are several sub-groups, that do the actual work that is part of the priorities and mission of the DDI Training Group.

We needed new chairs because every couple of years the chairs change. There were Alina and Hayley, and now it’s Kathryn and Hayley, and we’re hoping someone takes Hayley’s place soon.

Kathryn was chairing the Slides WG and Catherine took over this. Thanks to Cat.

Jennifer is currently chairing 2 groups, but the better would be when one chair per group. Thanks to Jennifer.

Arofan chairs the Getting started pages group and Alicia has agreed to chair our new webinars subgroup.

The confluence page all about the working groups:

[https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/7864375/Training+Working+Group](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/7864375/Training%2BWorking%2BGroup),

If someone does not have access to this page, please let Kathryn know.

That Confluence page is important because this is where chairs share the information and can be referenced at different points. Chairs are responsible for those pages.

* + 1. [Chairing a DDI TG Sub-Group](https://docs.google.com/document/d/1TmYDhpxjMM-OMEfpf1N1SOa_Qzfp_4ntNkibz1L2kHg/edit?usp=sharing)
		2. New group structure for 2024
			1. **Slide review** (e.g. create and review slides, add to Zenodo and monitor downloads, translations) - new chair = Cat Yuen - thanks Cat!!
			2. **Training opportunities** (e.g. identify and apply to conferences to carry training – spending budget) - Jennifer
			3. **Requests** (e.g. agree boundaries around requests, organise training for requests and monitor requests) - Jennifer
			4. **Getting started pages** (one off to create new page) - Arofan
			5. **Webinars** (e.g. plan and organise webinars) - new chair = Alicia Urquidi Diaz - thanks Alicia!!
		3. If you are in this group and not currently also in a sub group, please join one
			1. if you have recently joined or changed sub-groups - please comment in this document.
		4. Each group should determine its own aims and priorities and update confluence pages for the group, including the members list.
		5. Group chairs should provide status updates to TG chairs before the TG monthly meeting, which will be included in the agendas
	1. Reminder about group etiquette - emails, meetings, agendas and notes, etc
		1. We have changed the structure of the group to have 5 subgroups instead of 4, and we also have new members.

Try to respond to emails and meeting invitations in a timely manner. Prepare agendas for meetings once you have chaired them. Take notes or assign or have someone volunteer to take notes. If you have concerns, please email Kathryn and Hayley who will help resolve any concerns you may have.

* 1. [**DDI Trainer Interest Questionnaire**](https://forms.gle/zzaP8aBZaASZGBV77)

Before the new year, there was a DDI trainer interest questionnaire and Jennifer helped carry it out and summarized how it went and what the purpose of the questionnaire was, which was to get an overview of who we have and who can help with which trainings and webinars, possible speakers for presentations, etc.

At the end, the question is, should we keep this questionnaire open and set a new deadline?

It was recommended to leave it open and ask all new members to fill it out. Include a link to Confluence and its purpose and send out a couple of times a year for updates. (added, KL)

* + 1. [Responses](https://docs.google.com/spreadsheets/d/1bICrVXZedPF31My5Y3ZlCdltrg9sbxArKrgvLh30z6A/edit?usp=sharing) are saved to the TWG Google drive folder
		2. 15 people responded
		3. Nearly all listed subject areas are covered, with an additional 5 specified by respondents
		4. 5 languages specified (English, French, German, Arabic, Estonian)
		5. Question: Keep open? Provide a new deadline?
1. **Actions across TG and sub-groups** (for context - [previous meetings](https://drive.google.com/drive/folders/1ohaw04e7i4RgQwiotpb-_UhlztlbLBt6)) (10min)

These are voluntary groups. If there are no volunteers, nothing can be done, so there is a lot of flexibility, although some things are still priorities, but they are communicated.

* 1. [**Confluence actions list**](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/7864375/Training%2BWorking%2BGroup)- TG chairs - needs updating
		1. If there are items with your name on them please resolve them or provide updates
	2. **Marketing tasks lists** - TG chairs are working on this/in progress

We do a lot of things that we need a marketing group for. Currently, the marketing group does not exist. In November we had an in-person side meeting at the EDDI conference and agreed that the training group chairs would compile a list of things that we felt were within the scope of the marketing group and then forward it to Flavio, who is our liaison with the scientific board. The goal is to recruit people who may be interested in helping with marketing.

* 1. [**YouTube channel**](https://www.youtube.com/%40ddialliance2982) **maintenance**

It also came up last November and there was a realization that the YouTube channel needed maintenance. The question was whether this is the competence of the marketing field or the training group. Kathryn gained access to a YouTube channel and has summary statistics of what is happening on that channel.

We’ve got a decent number of subscribers. The top video is Intro to DDI Metadata. Most people find our videos through a YouTube search, and about 25% find it through external links. This is an area where we could improve usage by sharing the YouTube channel with people who could benefit from DDI.

Note from Jared: the CODATA webinars are not on the DDI Alliance YouTube site. Most existing content is from EDDIs or DDI meetings. (Kathryn will check this)

* + 1. 89 subscribers
		2. Top video is [Intro to DDI Metadata](https://youtu.be/yCKMBYroAcU?si=f_cnFQrE_PGZ9fE8) (2.7K views!)
		3. Most viewers find DDI Alliance videos through a YouTube search; 25% through external links
		4. Currently 53 total videos
		5. Kathryn will help organize (based on Nov side meeting actions)
	1. Mandate discussion - action item from Nov side meeting

The scientific board usually has suggestions on what we should focus on. In the past we have led the mandate, and the Scientific Board has agreed and signed off and put it into a broader mandate, but this year there may be more ideas about the direction of DDI.

This group's fiscal year runs from July to June. This means we're about to enter a new fiscal year. New proposals could be included on the May agenda, which would be of primary importance.

1. **Updates from sub-groups** (25min)

| **Sub Group and Chair** | **Monthly updates** |
| --- | --- |
| [Slide review group](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/894500886/Slide%2BDeck%2BReview)Chair: Cat Yuen - taking over the chairing last month | * New slide deck uploaded to [Zenodo Official DDI Training Materials](https://zenodo.org/communities/ddi_training_material/records?q=&l=list&p=1&s=10&sort=newest)
	+ Foundational DDI Metadata: Unit, Unit Type, Universe, and Population
* How to use the DDI Training Materials has been signed off by SB, to be uploaded to Zenodo for publication.
* Three slide decks that have already been translated to French are being translated to Korean. We might need to offer an unofficial publishing option and will work out protocol to verify translated decks.
* **On hold slide deck topic:** controlled vocabularies - Arofan may have resources helpful to this; Kathryn can reach out when the slides group is ready to work on this topic
 |
| [Training opportunities](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/894500893/Training%2BOpportunities%2BGroup)Chair: Jennifer Zeiger | * **Conferences**
	+ **Update:** Alina and Jennifer - COSMOS training - canceled
	+ **IASSIST 2024 Poster** - what are the next steps and who leads this? (Note from JZ: Can the person who took lead on this provide details about the submission?)

As a background, the previous subgroup of training opportunities covered conference training requests and webinars. If you click on the Confluences link for training opportunities, it still reflects the old structure. The new group of training opportunities focuses only on conferences and the only conference being prepared is ASSIST 2024.Kathryn and Hayley collaborated on the poster abstract and they need to decide on some formalities such as who will create the poster, what kind of content to prioritize, etc. |
| Requests Chair: Jennifer Zeiger | * 2:1 training scheduled March 25
* New contact from Anna Tominaga re: possible training - about lifecycle and implementing it
* Pending [confluence page](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/7864375/Training%2BWorking%2BGroup)
* [Request history spreadsheet](https://docs.google.com/spreadsheets/d/1xOW06e7Ahg_IHD9XdVtT-P0mrCYoFEppaE-2L4s5MPY/edit?usp=drive_link)
 |
| [Getting started pages](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2899738625/Getting%2BStarted%2Bpage) Chair: Arofan Gregory | * Update on Getting Started pages - actions from side meeting?

Arofan was unable to attend today, but some actions have been taken related to the Getting Started pages discussed at the side meeting in November. Kathryn will contact him. |
| Webinars Chair: Alicia Urquidi Diaz | * New chair only just started - will need time to catch up
	1. pending [confluence page](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/7864375/Training%2BWorking%2BGroup)
	2. Please reach out to Alicia if you want to join!
* [2024 DDI Webinar Series Porposed Topics](https://docs.google.com/document/d/1Gdts-Goc4oWunnN87WT_QU4yQETybbHwLZfBkKJWtGQ/edit) - SB agreed with topics list
* **Pending -** alina.danciu@sciencespo.frto check if link to the webinars on DDI Alliance website & if a Zenodo webinars collection exists.
* **Done ACTION**: Jennifer created a linktree for easy resource sharing - link provided in references below (thanks Jennifer!)
* Notes from recent meeting: <https://docs.google.com/document/d/1aVWXgFt-PO8mp_PKD3hAaoeeGW8k1UUbvSq9-2CaJgw/edit#heading=h.vvw1jg1waqvk>
	1. forming a template for webinars going forward

Last week we discussed with Arofan how the group could work. He explained that this group generally meets to prepare specific workshops, rather than on a regular weekly or monthly basis. The first thing to work on as a group would be to take a list of webinars that have been approved and see if there is anything else coming up and start making a list of information items that we should prepare for each workshop. <https://docs.google.com/document/d/1aVWXgFt-PO8mp_PKD3hAaoeeGW8k1UUbvSq9-2CaJgw/edit#heading=h.vvw1jg1waqvk>The idea was to structure the work. A template has been made for the preparation of the webinar, which contains information about priority, speakers and content. For each webinar, there will be information on which presentations to promote, including videos from the YouTube channel. |

Kathryn added that Jennifer helped with the webinars before it came out that we could share the link tree and its QR code. The link tree is a sort of all-in-one place to link to the DDI Alliance page. There is a link to the training materials and the link itself is included at the end of the agenda for sharing. For anyone who needs a QR code, please email Kathryn or Jennifer.

**Next meeting will be April 2, 2024 - note taker will be Christophe**

**References**

* [**Previous meeting notes (Jan 23, 2024)**](https://docs.google.com/document/d/1Qh_qS1-V7rZdYj-hi7Yg_ym2dfPjFoh3Qd_56bzFzlI/edit?usp=drive_link)
* **Group email alias:** icpsr-ddi-training@umich.edu (<https://groups.google.com/g/icpsr-ddi-training>)
* **Group information and documents in**[Confluence](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/7864375/Training%2BGroup) and [Google](https://drive.google.com/drive/folders/1k7QbPH2QgpUr5ikBAp15siY_9tg_3YZm)
* **Zenodo (published) DDI Training Material:** <https://zenodo.org/communities/ddi_training_material/>
* **DDI TG Linktree (feel free to share!):** [**https://linktr.ee/DDItraining**](https://linktr.ee/DDItraining)